



COMMERCIAL/MULTI-FAMILY BUILDING PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- ☐ **Permit Application**
- ☐ **Critical Areas Worksheet.** A worksheet is not required for all applications, please verify with our office. Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- ☐ **Fire Flow Availability:** Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total area exceeds 2,500 square feet. The distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant is required. To obtain a Water or Fire Flow Certificate of Availability contact:
 - City of Seattle Public Utilities, (206) 684-5800.
 - Shoreline Water District, (206) 362-8100.
 - The Highlands customers, (206) 362-2100.
- ☐ **Certificate of Sewer Availability:** Required for all projects (including carports, garages, additions, decks, etc.)
 - Ronald Wastewater District (206) 546-2494.
 - The Highlands (206) 362-2100.
- ☐ **Environmental Checklist if subject to – SEPA**
For projects requiring environmental review there are additional procedural steps that must be met including public notice. Submittal requirements include:
 - **Pre-application Meeting.** A pre-application meeting is required prior to application submittal (See *Pre-Application Meeting* handout).
 - **Meeting Date** _____
 - **Neighborhood meeting report.** A neighborhood meeting is required prior to application submittal and a report of the meeting is to be submitted with the application (see *Neighborhood Meetings* handout).
 - **Meeting Date** _____
 - **Mailing labels for public notices.**
 - **Additional fees may be required.**

This process may affect the timing of your project. For additional information please contact us early in the planning process.
- ☐ **Site Plans – three (2 full size and 1 reduced minimum size 11” x 17”) copies** drawn to an engineering scale (e.g. 1” = 20’). Permit applications for interior work only may not require a site plan.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Location, identification and dimensions of all proposed, existing and demolished buildings and their uses. Include projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences.
 - Note building height. The building height must be calculated based on the average existing grade. The calculation is to be illustrated on the building elevations.
 - Dimensions of all property lines.
 - Building setbacks from front, side, and rear property lines.
 - Buildings within 50’ of the proposed structure.
 - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
 - Location of existing and proposed parking spaces, include traffic flow and all internal walkways.
 - Hardscape calculations as a percentage of the site area. Include the square footage for buildings and pavement (may include gravel and similar surfaces)
 - Location of all proposed and existing water mains, valves and fire hydrants.
 - Location of storage spaces and collection points for garbage and recyclables.
 - Frontage improvements for curb, gutter, sidewalk, access drive, and street trees.
- ☐ **Tree Retention Information**
 - Location, size, species, and condition of all existing trees on the property. Show driplines of trees within 20’ of proposed development.
 - Identification of trees to be retained, trees to be preserved, and location of planted trees.

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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- Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
- Calculation of required significant tree retention percentage.
- Calculation of required replacement trees.

□ **Landscaping Information/Plan – three (3) copies**

- Identify all existing vegetation/landscaping.
- Location, size and spacing of all proposed plantings at maturity.
- Plant schedule that includes the plants' common and botanical names and the planting size and quantity to be planted with a certified and registered landscape architect, contractor or nurseryman.
- Planting details for ground cover, shrubs, trees, and street trees.
- Irrigation system.

Note: Frontage improvements are required for new construction, additions or conversions that increase floor area by 20% and projects with a value of 50% or more of the value of the previously existing structure.

□ **Civil Engineering Plans – three (3) copies may be included on the site plan.** Drawn to engineering scale.

Grading

- Clearing limits and trees to be removed/retained.
- Existing contours at 2' intervals on site and 5' contours extending 100' from property.
- Proposed contours at 2' intervals; shown in darker line than existing contours.
- At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
- Quantity of excavation and fill (in cubic yards).
- Quantity of surplus or unsuitable excavation materials to be exported from the site.
- Quantity of material to be imported to the site.
- Proposed disposal site with anticipated haul routes.

Erosion Control

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
- All construction details and notes associated with each erosion control method.

Drainage and Paving

- Plan view of drainage system and associated paving Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.

- Profiles of drainage system and roadway improvements.
- Surface water distribution point and hydrological features.

Utilities

- Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications.

Documents

- Downstream analysis, drainage calculations, and soils information.
- Geo-technical or soils report.
- Maintenance information/manual.

□ **Critical Area Plans – one (1) copy.** The following information may be included on the site plan.

- Location of all critical areas and associated buffers on or adjacent to the site.

□ **Construction Drawings – three (3) copies.** Drawn to an architectural scale (e.g. 1/4" = 1'). Identify which building code editions were used to design the project. All buildings with more than 4,000 square feet or multi-family buildings with more than four units must have plans and calculations stamped and signed by a licensed architect or engineer

Non-Structural

- Detail the use and square footage by floor level for each individual building on the site, include occupant load and number of employees in each space.
- Include the International Building Code (IBC) occupancy group(s) and type of construction.
- Floor plans of each floor. Provide dimensions for all areas.
- Elevations - all sides of structure. Include building height.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings, include fire and smoke dampers.
- For additions include floor plans of adjacent portions of the existing buildings.

Structural

- Foundation plan(s).
- Structural framing for all floors and roofs.
- Construction details with section cuts identifying where they can be located on the plans.

Mechanical and Plumbing

- Submittals may be made separately. See appropriate submittal checklists.

Energy

- Method of heating (i.e. electric, gas, etc.).
- Insulation for walls, floors, ceilings, mechanical, all R-values, and U-values for all doors and window glazing.
- All types of heating systems, fireplaces and/or stoves on building plans.
- All air handling equipment: heating, ventilating, air conditioning, and exhaust systems.
- Lighting plans and calculations.

☐ **Additional Documents**

- Completed 2012 Washington State Energy Code compliance forms (attached).
 - For non-residential construction and for those dwellings designed to the provisions of the International Building Code:

- Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections. The plans and calculations must specify all design parameters as listed in the International Building Code Section 1603.
- Quality Assurance Plan for seismic maintenance where required by International Building Code Section 1705.

- ☐ Proposals in Town Center May require an Administrative Design Review. Please see the Administrative Design Review Checklist or contact the Department for additional information.
- ☐ Submittal Fee: Based on valuation. See handout titled *Construction Permit Fees*.

NOTE: Applications for right-of-way permits are required to be submitted in conjunction with all new construction for the installation of driveways. The right-of-way permit may also include any frontage improvements or drainage systems located in the public right-of-way. Please see the checklist titled *Right-of-Way Permits*.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS THAT MAY BE REQUIRED:

Boilers
Electrical
Elevator
Fire Alarm
Fire Sprinkler
Mechanical and Plumbing
Right-of-Way